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*International Civil Aviation Organization***The Fifth Meeting of the Asia/Pacific Aerodrome Design and Operations Task Force (AP-ADO/TF/5)***Chiang Rai, Thailand, 30 January – 2 February 2024***Agenda Item 6: Airport Innovation****ENHANCEMENT TO SAFETY MANAGEMENT SYSTEM:
MANAGEMENT OF CHANGE REPORTING TEMPLATE**

(Presented by Malaysia)

SUMMARY

This paper presents on the enhancement of Management of Change reporting template; one of Safety Management System element to ease the report writing by line manager as a mean to assimilate the implementation of SMS into daily task.

1. INTRODUCTION

1.1 Implementation of Safety Management System (SMS) in Malaysia started in 2009 with Kuala Lumpur International Airport among the earliest airport in Asia to receive SMS certification. Today, a total of 17 airports are SMS certified with remaining 22 airports and STOLport's have adopted SMS. In ensuring implementation of SMS, a Safety Office of the Aerodrome Operator was tasked to ensure the implementation of SMS including developing procedures related to SMS elements are made available. AOP/SG/3 – IP/11 referred.

2. DISCUSSION

2.1 In order to ensure the implementation of SMS will not be disrupted while at the same time lessen the burden to the line managers with writing a report on management of change for monitoring and record purposes. A guided reporting format is introduced to ease the workload for the line managers. The guided format is a combination of a form and reporting template.

2.2 The Safety Office observe during assessment the use of pre-enhance form was not widely used due to the multiple reasons; first, the form does not have guide notes hence the need to refer to guideline which led line managers to lose focus and interest, second, some of line managers do not have a flare for report writing as most of them are people of actions and lastly line managers often have to seek clarification from Safety Office to determine type of change that requires management of change (SMS).

2.3 Based on the observation of the SMS assessment report and in accordance with the latest revision of the national directive on Safety Assessment, the airport operator took the initiative to enhance the Management of Change form into a guided reporting template.

2.4 The enhanced reporting template is a combination of a form and report template. For each section it is equipped with a simple guidance note for line manager to refer for next steps and brief explanation on details required to be written which eventually forming a report for submission to States and Safety Office. Below figure is excerpt from reporting template:

Part 1: Determining format or informal Change
Describe any change in detail, including timelines, proposed phases, locations, stakeholders involved or affected as well as their potential influence on specific processes, procedures, systems and equipment.
Note 1: Please add row(s) if required.
Note 2: Please add attachment in "Attachment" section if required.

1. Change Description

Use the description above, select the change trigger factor below.

2. Trigger Change Factor

| | |
|--|---|
| <input type="checkbox"/> Introduction of new technology or equipment | <input type="checkbox"/> Changes in key personnel |
| <input type="checkbox"/> Changes in safety regulatory requirements | <input type="checkbox"/> Changes in the operating environment |
| <input type="checkbox"/> Significant restructuring of the organisation | <input type="checkbox"/> Significant changes in staffing levels |
| <input type="checkbox"/> Physical changes (new facility or base, aerodrome layout changes) | |

Are there safety concerns with the selected trigger change factor?

☐ YES ☐ NO

IF YES, proceed to Part 2 IF NO, proceed to Part 4

Section with briefed explanation on details required.

Section with guidance note for next steps.

2.5 The pilot test of the enhanced reporting format was conducted with a focus topic on managing 5G network within airport boundaries and the outcome showed the enhanced reporting format covers all the requirements and accepted by the State.

2.6 In conclusion, the enhancement is in-line with SMS element of continuous improvement to ensure the safe operations of aircraft. It should be applied to improve the SMS process or procedure with a consideration of the end user in mind where it can boost the morale and subsequently become one of the key factors in promoting a positive safety culture.

3. ACTION BY THE MEETING

3.1 The meeting is invited to:

- a) note the information contained in this paper;
- b) encourage member State to share their knowledge and experience on innovation made to the element of Safety Management System; and
- c) discuss any relevant matters as appropriate.

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